**Job title: Paralegal**

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| **Job title: Drone Pilot** | Paralegals carry out research, prepare legal documents and give legal advice to clients. |
| **Entry requirements:** | You could study for a foundation degree, higher national diploma or degree in law, legal studies or paralegal practice.  There's a lot of competition for places on law degrees, so you'll need good grades in your entry qualifications. Entry requirements You'll usually need:   * 1 or 2 A levels for a foundation degree or higher national diploma * 2 to 3 A levels for a degree   You could take a college course before you look for work. Courses include:   * Level 2 Diploma in Legal Studies * CILEx Level 3 Certificate in Law and Practice * Level 3 Legal Secretaries Diploma  Entry requirements You may need:   * 2 or more GCSEs at grades 9 to 3 (A\* to D) for a level 2 course * 4 or 5 GCSEs at grades 9 to 4 (A\* to C) for a level 3 course   You could take a paralegal advanced apprenticeship. Entry requirements You'll usually need:   * 5 GCSEs at grades 9 to 4 (A\* to C), usually including English and maths, for an advanced apprenticeship |
| **Skills required:** | You'll need:   * to be thorough and pay attention to detail * knowledge of English language * excellent verbal communication skills * excellent written communication skills * administration skills * the ability to work well with others * legal knowledge including court procedures and government regulations * the ability to accept criticism and work well under pressure * to be able to use a computer and the main software packages competently |
| **What you'll do:** | In this role you could be:   * researching and preparing legal documents * handling confidential information * interviewing clients and witnesses * giving clients legal information * going to court * handling a caseload of clients * following instructions * general office tasks |
| **What you’ll earn:** | * Starter: £14,000 * Experienced: £40,000   *These figures are a guide.* |
| **Working hours, patterns and environment:** | * You could work in an office, in a court or at a police station. * 37 to 40 hours a week, Monday to Friday, 9am to 5pm with occasional evenings |
| **Career path and progression:** | With further study, you could qualify as a legal executive or solicitor. |